



STATE OF CALIFORNIA

DEPARTMENT OF DEVELOPMENTAL SERVICES

**JOB OPPORTUNITY BULLETIN: ASSISTANT INFORMATION SYSTEMS ANALYST**

<b>SALARY RANGE:</b>	Range A: \$3,168 - \$3,778 per month* Range B: \$3,268 - \$4,090 per month* Range C: \$3,918 - \$5,151 per month*  <i>*The Starting Salary shown applies to those first entering State Service. The maximum salary is typically for State Employees who meet the necessary criteria for Annual Merit Salary Adjustments in increments of 5% until the maximum salary is attained.</i>
<b>TENURE/TIME BASE:</b>	Full Time/Permanent
<b>PROGRAM/DEPARTMENT:</b>	Information Systems
<b>FINAL FILING DATE:</b>	Until Filled

**DESCRIPTION OF DUTIES:** Sonoma Developmental Center (SDC) has a vacancy for an Assistant Information Systems Analyst (AISA). The individual in this position must have knowledge of the principles and specifics underlying the functioning and use of computers and associated software, analytical techniques, principles of public administration, organization, and project management; technical report writing; organizational policies, procedures, and regulations.

The incumbent must have the skill to reason logically and draw valid conclusions; develop and implement effective solutions; identify, isolate and solve computer-related problems; apply technical information to specific situations, establish and maintain open lines of communication and effective working relationships.

The incumbent is expected to have the ability to analyze data and situations to identify and solve problems; ability to read, understand and explain clearly to others manuals and other documents as they relate to the appropriate use of computers and the ability to apply that knowledge to a variety of situations; prepare effective and accurate reports, proposals, studies, organizational documents, system documents and procedures; communicate clearly with computer users, other staff and various vendor; ability to provide excellent customer service and service desk skills.

Typical duties consist of completing system analysis and feasibility studies; designing and developing applications to meet organizational needs; installing and maintaining computers; assisting in the procurement of equipment and performing other duties as outlined in the signed duty statement. Physical demands require full range of body motion including lifting and shifting equipment; sitting, standing, and walking for extending periods of time,

**WHO IS ELIGIBLE TO APPLY:** Candidates must possess Civil Service Eligibility to apply for this vacancy. Civil Service Eligibility consists of: Being a current or former California State Civil Service employee (lateral transfer or reinstatement) or having list eligibility as a result of participating in an examination for the classification and having placed in a reachable rank. Per SPB Rule 250, lateral transfer applicants must meet the Minimum Qualifications as outlined in the Job Description. The Job Description and other related information may be found at the California Department of Human Resources website at [www.calhr.ca.gov](http://www.calhr.ca.gov). Please specify the manner in which you are eligible. Applications may be obtained from the Human Resources Office at the SDC or may be downloaded from the website. Appointments may be subject to State Restriction of Appointment (SROA), Departmental Restriction of Appointment (DROA), Re-employment List procedures, a pre-employment physical, drug screen and fingerprint clearances. Applications will be reviewed and only the most qualified candidates will be scheduled for selection interviews.

**PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD-678) TO THE FOLLOWING:**

Sonoma Developmental Center  
Human Resources Examination Unit – Room 124 Porter Administration Building (PAB)  
P.O. Box 1493  
15000 Arnold Drive  
Eldridge, CA 95431

(707) 938-6993 Contact Bill Kurata for questions specific to the essential function of the position. Questions regarding eligibility should be directed to the selection analyst in the Human Resources Department.

SONOMA DEVELOPMENTAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.